RELEASE NOTES
N-FOCUS Major Release
NOVEMBER 13, 2006

A major release of the N-FOCUS system is being implemented on November 13 2006. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into five main sections:

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

Developmental Disabilities Programs: N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Developmental Disabilities Programs.

Foster Care Review Board: N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.

Protection and Safety Programs: N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.

Expert System: All N-FOCUS users with responsibility for case entry for AABD/MED, ADC/MED, FSP, FW, IL, MED, and Retro MED should read this section.

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GENERAL INTEREST AND MAINFRAME

ALERTS

Cleared Service Approval Or Organization Alerts (FIX)

Prior to this release, it was discovered that the “include cleared alerts” option on the Search Position Alert window was not displaying cleared Service Approval or Organization alerts. This problem is now fixed.

Copy Alert Capability (CHANGE)

The ability to highlight and copy alert text to paste into a narrative has been enabled. This functionality had been disabled with a previous release.

FSP AR Created (FIX)

Prior to this release, Alert #218 (FSP AR Created) was being created on a closed FSP case. This has been corrected so it will only display on Active and Pending program cases. The alert goes to the SSW assigned to the FSP program case when an Accounts Receivable is established and a budget needs to be processed.

FSP Pending 30 Days (CHANGE)

Alert #148 (FSP Pending 30 Days) displays to the SSW assigned to the FSP program case when a case has been pending for 30 days. This alert has been redesigned.

The alert will now display the following text: “<FSP Program Case Name> application will be pending for 30 days on <30 days from application received date>. Send denial notice on that date or approve at least 2 days prior to that date.” The timing on this alert was changed so it will allow more time to approve the case by the 28th day or send a denial notice by the 30th day. A due date was also added to this alert which will be the 30th day from the application received date. If action is not taken by the due date, the alert status will show overdue.

FSP Request For Contact Reminder (NEW)

Alert #308 (Request for Contact Due) displays to the SSW assigned to the FSP case when the FSP Request for Contact correspondence (see Correspondence section below) is mailed to the client. The alert will display 10 calendar days after the correspondence mail date. The alert is a reminder that the 10 days given to the client are up and action should be taken on the case if the requested information was not received.

The alert will display the following text: “FSP Request for Contact was mailed to the client 10 days ago. Take action on the case if information was not received.”

Service Needs Assessment (NEW)

Alert #307 (Service Needs Assessment) will display to the SSW assigned to the SSAD or PASS program case 30 days and again 60 days prior to the expiration of the Service Needs Assessment (last day of the 12th month from the begin date).

The alert will display the following text: “Service Needs Assessment for <Person’s Name> will end on <end date>. Review is required.”

SSN Changed (FIX)

Prior to this release, alert #40 (SSN Changed) was not always generating properly. This problem has been fixed. The alert displays to the RD worker assigned to the Service Approval when a person's SSN is changed and that person is listed as "Is Org." The tax ID number should be checked because it may be incorrect.

SSN Deleted (FIX)

Prior to this release, alert #24 (SSN Deleted) was not always generating properly. This problem has been fixed. The alert displays to the RD worker assigned to the Service Approval when a person's SSN is terminated and that person is listed as "Is Org." The tax ID number should be checked because it may be incorrect.

SSN Terminated (FIX)

Prior to this release, alert #31 (SSN Terminated) was not always generating properly. This problem has been fixed. The alert displays to the SSW assigned to a program case when a person's SSN is terminated and that person is active in a program case. Verification of the person's SSN may be required.

ASSIGNMENTS

Protect AD Waiver Case Assignments (CHANGE)

AD waiver case assignment may now only be made through the Detail Program Case window. This will protect AD cases from accidentally being assigned to the wrong worker when an entire Master Case and its programs (other than protected programs) is transferred to a different worker.

List Position Assignments-Program Case Window Enhancements (NEW)

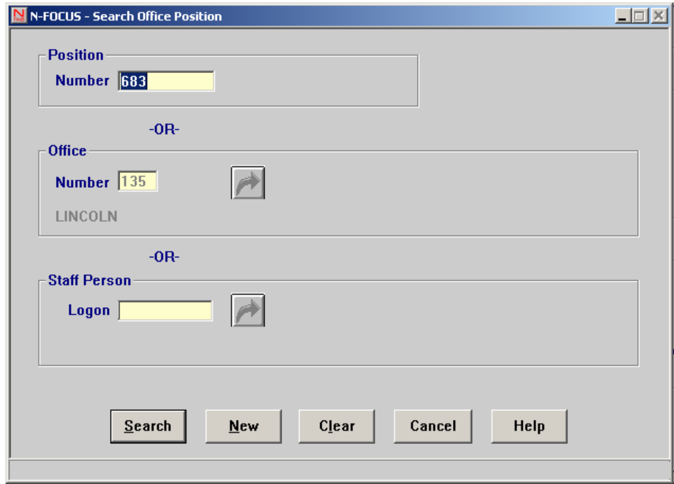
At the request of the N-FOCUS User Group, several enhancements have been made to the List Position Assignments-Program Case Window including:

- Addition of columns Next Review Date, Primary Written Language, Number of Days Case Pending and FSP Expedited Indicator
- Removal of Assignment Begin Date column
- Case Counts added to window
- Sort/Filters applied listed on window
- Redesign of Printed List using Crystal List Print functionality

To access the List Position Assignments window:

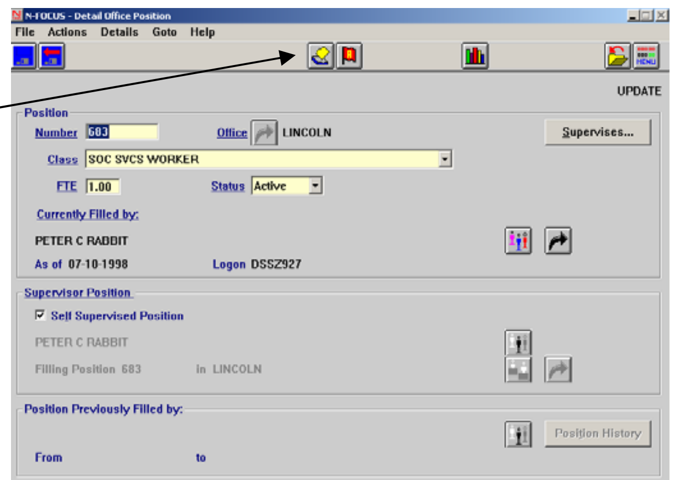
Select the Position icon on the Main Menu to navigate to the Search Office Position window.

Enter your position number or Logon ID and select the Search button.



Result: The Detail Office Position window opens.

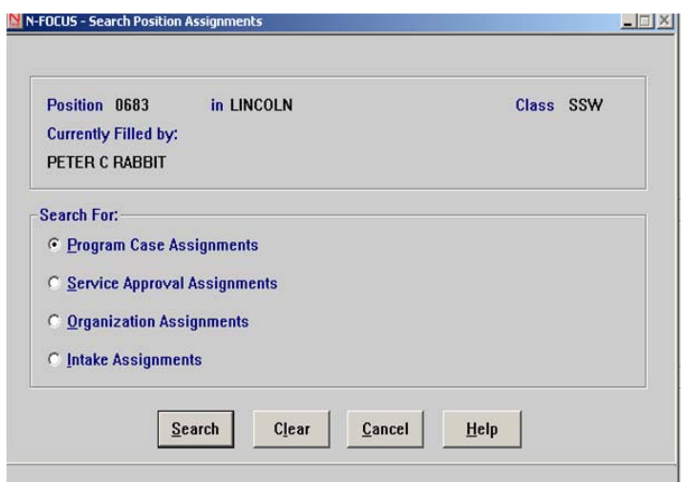
Select the Assignments icon.



Result: The Search Position Assignments window opens.

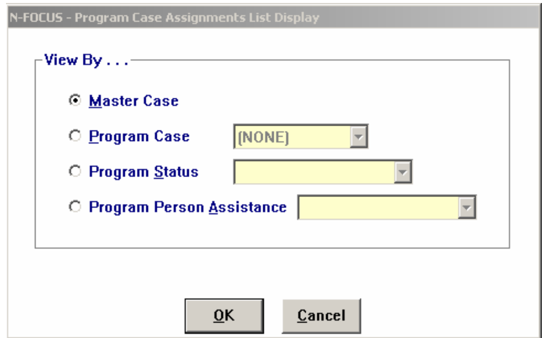
Select the Program Case Assignments radio button and hit the Search button.

Result: The Program Case Assignments List Display box appears.



Select the desired View By option and hit the OK button.

Result: The List Position Assignments-Program Case window appears.



You will notice several changes with this window:

- The Assignment Begin Date column has been removed and is no longer a sort/filter option.
- A new column entitled **Next Rev/Recrt** (Next Review/Recertification date) has been added. This column will show you the due date for the next Review or Recertification. This option has also been added to the sort/filter functions.
- A new column entitled **Primary Language** (Primary Written Language) has been added. This column displays the Primary Written Language of the program case name (provided that information has been documented on the Person Demographic Data window). If the language entered is English, nothing will display. This option has also been added to the sort/filter functions.
- A new column entitled **Days Pndg** (Number of Days Pending) has been added. This column will display the number of days an application has been pending. The option has also been added to the sort/filter functions
- A new column entitled **Exp** (Expedited/Non-Expedited) has been added. This column will display a Y or N to indicate whether the FSP case is expedited or not. The option has been added to the sort/filter function.
- The width of the Worker Role column has been shortened to allow room for the added columns. Each specific worker role has been shortened to two characters:

  PW=Primary Notice Worker

  AD=Additional Worker

  AR=Accounts Receivable Worker

  FR=Fraud Contact

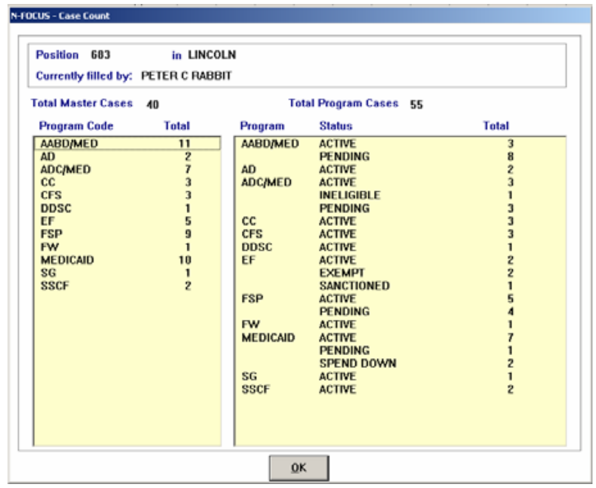
  CM=CFS Case Manager

- The order of the columns has been reorganized.

- A new button entitled **Case Count**

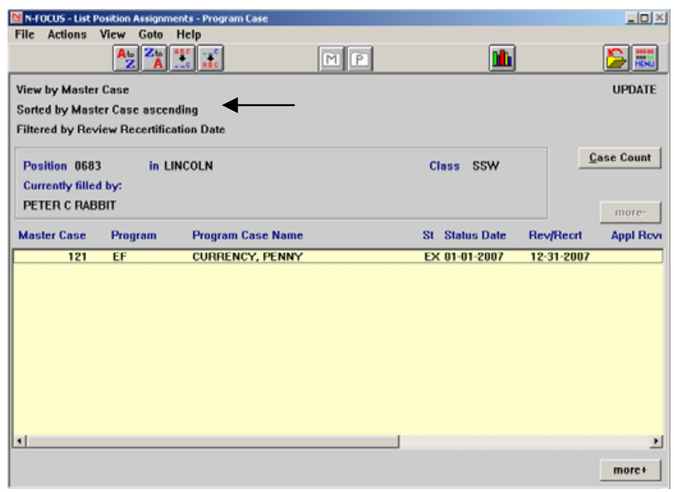
  was added to the window.

When you select this button, a box will appear with a list of your total number of assigned master cases and program cases as well as a program case count broken down by status and type.



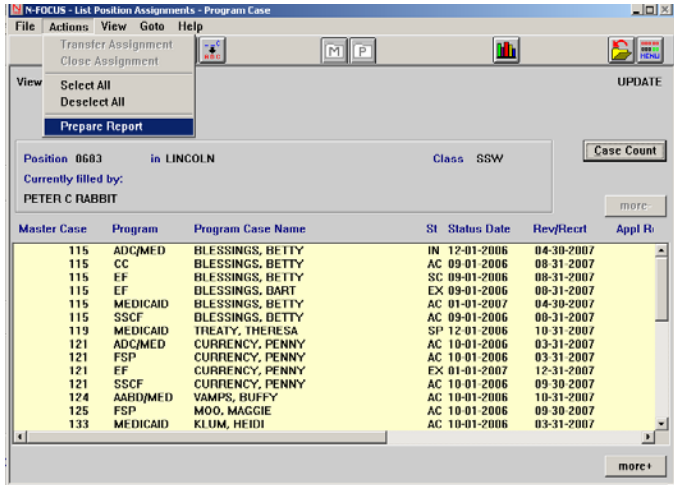
NOTE: Counts includes all cases with any worker role assigned to you. This is different from the Case Counts report which only counts cases in which you have the primary worker role. The count only includes case status for the current month. A future dated status is not counted.

- The List Position Assignments window will now display the View by option chosen on the Program Case Assignments List Display box as well as any sort and/or filters applied (up to 3 filters). This information will also display on your printed report.

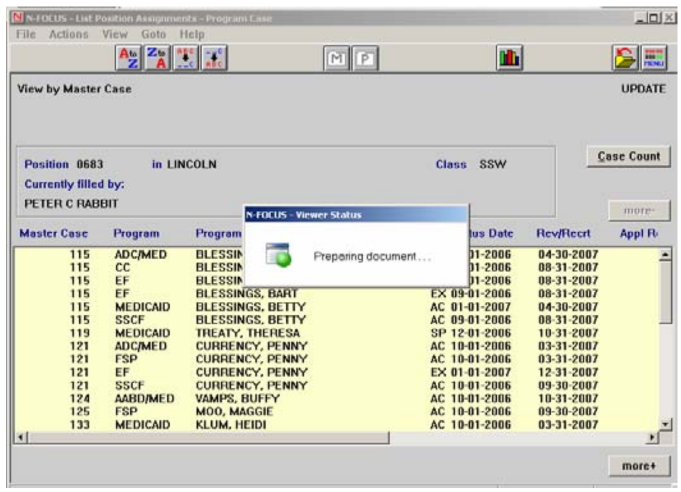


- The Print List has moved to the Crystal Viewer program.

To print the list, select “Prepare Report” from the Actions drop-down menu.

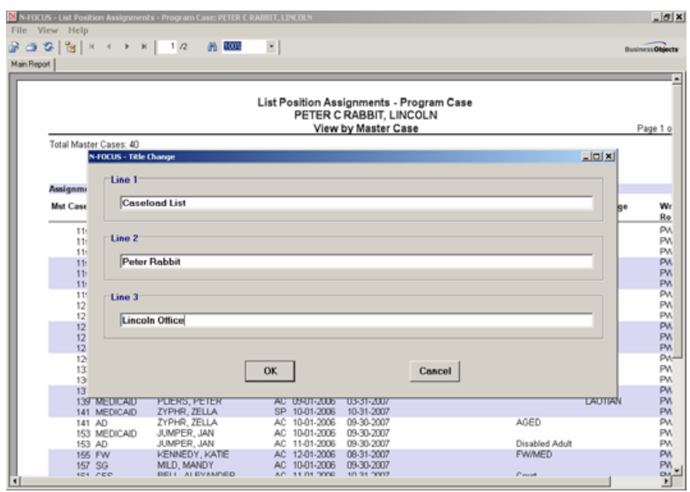


Result: You will receive a message that the document is being prepared.



The report will then display in the Crystal View format.

You may change the title of your list by selecting Change Title from the File drop-down menu.

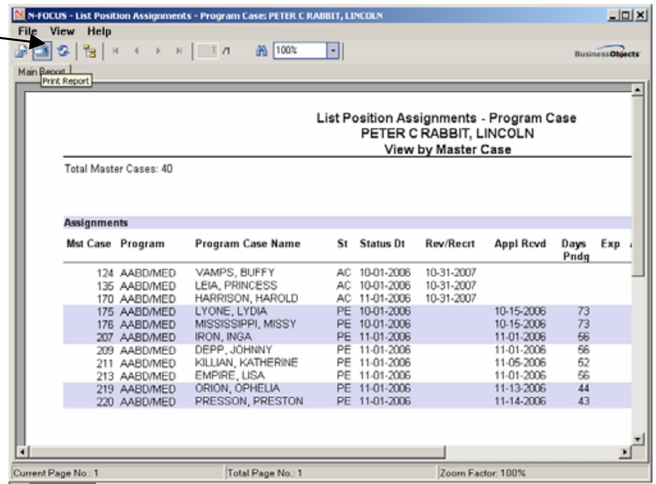


Sort and filter options are also available from the View drop-down menu on the report window.

NOTE: While you may change the title of your report, the sort/filter options selected on the Mainframe window listed will never change. This is true even if you update sort/filter options while on the report window. One option would be to update your title with the updated sort/filter selections.

Select the printer icon or select Print from the File drop-down window to print the list.

Select the Export Report icon to export the report (see the Crystal Reports Tips document in the Instruction Guides folder on Crystal Reports for info on the export option).



CASE MAINTENANCE

DISCONTINUE PERSON ACTIONS (NEW)

You will no longer be able to discontinue a person in N-FOCUS in the following two situations:

- The person has an association with a Service Needs Assessment in any status other than denied.
- The person has a State Ward Trust Fund Account in any status other than closed.

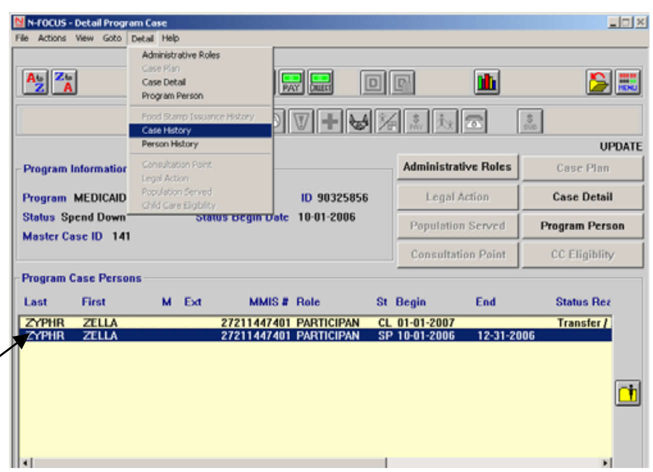
If you have any questions or problems with the discontinue person functionality, please contact N-FOCUS Production Support.

ELIGIBILITY DECISION DATE ADDED TO CASE/PERSON HISTORY (NEW)

The Eligibility Decision Date will now be displayed on the Case and Person History windows. The Eligibility Decision Date is the date a case was made active, or denied. This date is not set on pending or closed cases.

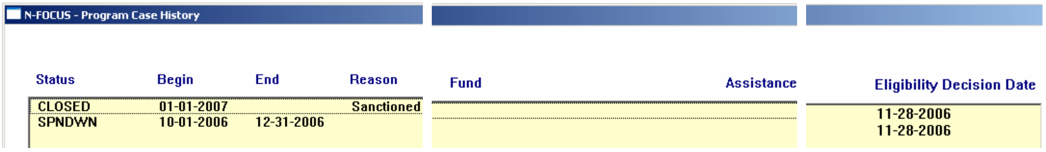
To view the Eligibility Decision Date:

1. Navigate to the Detail Program Case window.
2. From the Detail drop-down menu, select Case History (you may also select Person History as long has you have highlighted the specific person).



Result: The Program Case History or Program Case Person History window displays.

3. Scroll to the far right to see the Eligibility Decision Date.



Employment First Status Update To Future Month (FIX)

A problem was identified when attempting to update an EF program cases status for a future month. If the status had already been entered and was different from the current month's status but needed to be updated to the same status as the current month, N-FOCUS was not allowing this change.

Ex: The current status is Active-Mandatory for November and Sanctioned for December. You need to change the status for December to Active-Mandatory, but since the change matched the current date's status, the update did not occur. This is now fixed and the update will occur.

Mainframe Kids Connection Case Removed (NEW)

The mainframe Kids Connection Medicaid program has been removed from the list of available cases. Children's medical programs are processed in the Expert System. A Medicaid-only case should be added and budgeting rules will determine if the case is Kids Connection.

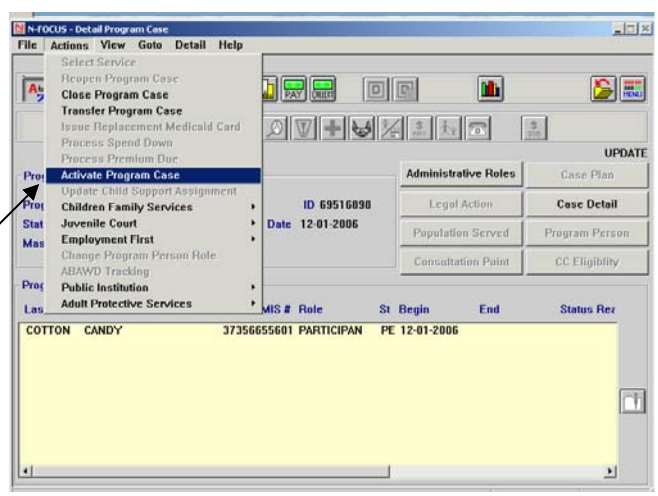
PASS Program Case And Service Authorizations Available (NEW)

Personal Assistance Services (PAS) have moved from the MMIS system to N-FOCUS. Personal Assistance Service program cases (PASS) are available for registration on N-FOCUS.

PASS program cases are Mainframe, single person program cases added in Pending status. The status will not be affected by Expert System actions on the Medicaid case.

The program case must be manually set to Active, Closed, or Denied through the appropriate action on the Detail Program Case window.

To activate the case, select Activate Program case from the Actions drop-down menu on the Detail Program Case window.



NOTE: The status of a Pending PASS program case can only be set to Active if the Medicaid case is in Pending or Active status.

NOTE: The status of the PASS program case will not be updated by Expert System actions on the Medicaid case at this time.

Payment will now be made through Service Authorizations entered on the PASS program case. PAS providers must be loaded onto N-FOCUS with PAS Service Approvals before Service Authorizations on the PASS program case may be created. Units for PAS Service Authorizations are handled in quarter hour increments as PAS billing policy dictates.

Claim processing: Providers can receive preprint claim forms as long as they were set up for preprint. They will continue to submit their claim forms to the local office for review/approval as in the past. After worker review and signature, PASS claims should be submitted to Central Office, ATTN: Bill Niemann, Client Payments and Claims Processing.

Any amount to be applied toward the client's share of cost should be entered in the field labeled "Customer Obligation" on the preprint claim form. This amount will be deducted from the provider's payment and the provider will receive an Explanation of Payment form indicating that amount is to be collected directly from the client.

For purposes of receiving appropriate alerts, the PASS program case should be assigned to the person who will be responsible for the continued maintenance of the PASS program case and/or the Service Needs Assessment.

NOTE: In order to create a Service Authorization for Personal Assistance Services, N-FOCUS will require a Service Needs Assessment in approved status and corresponding dates. If this does not exist, you will not be allowed to create the PAS Service Authorization.

Payment And Collections Icons Added To Detail Program Case Window (NEW)

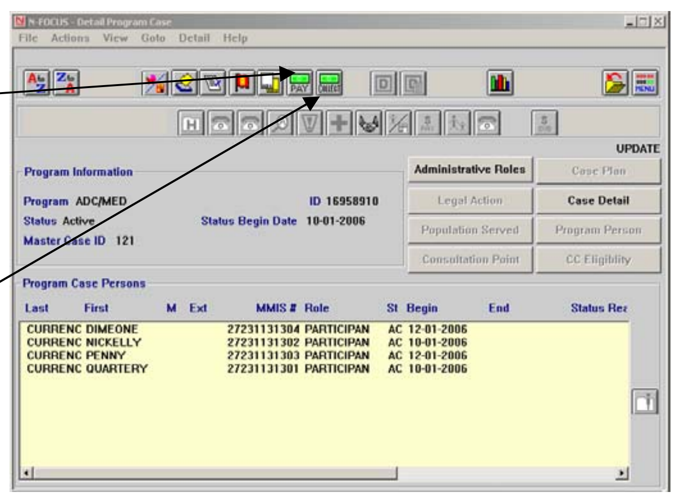
You will now be able to navigate directly from the detail program case window to either Payments or Collections.

From the Detail Program Case window for the specific program case, select the Payment icon.

Result: The Payment List window or the Detail Payment window will display (depending on if more than one payment has been issued).

Or, select the Collections icon.

Result: The Search Overpayments/Accounts Receivable window displays. The Master Case number you came from will be entered in the MC number field. You will select whether you want to search by overpayment or accounts receivable.



SSAD Chore Service Authorizations Require Service Needs Assessment (CHANGE)

Effective with this release, you will now be required to have a Service Needs Assessment in approved status with corresponding dates prior to creating a Service Authorization for SSAD Chore service.

CASE STATUS

Case Status Types (NEW)

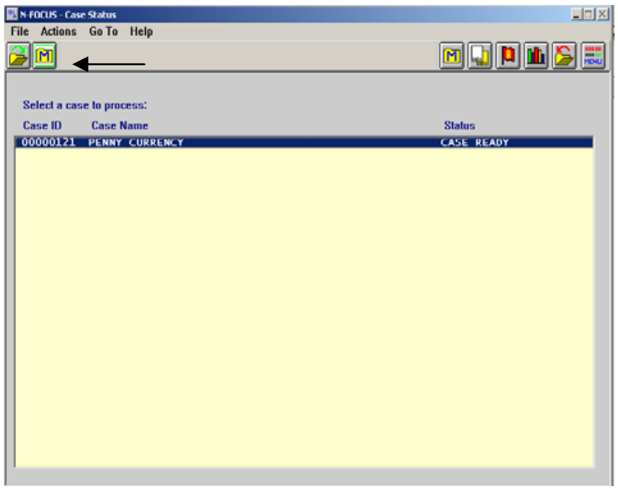
In addition to the current case status types of Check-out In Progress, Case Ready, Case Locked, Override In Progress, and Check-in In Progress, the following case status types have been added:

- Case Error (to distinguish which case has received an error while in the Expert System
- Case Checked In
- Case Overridden

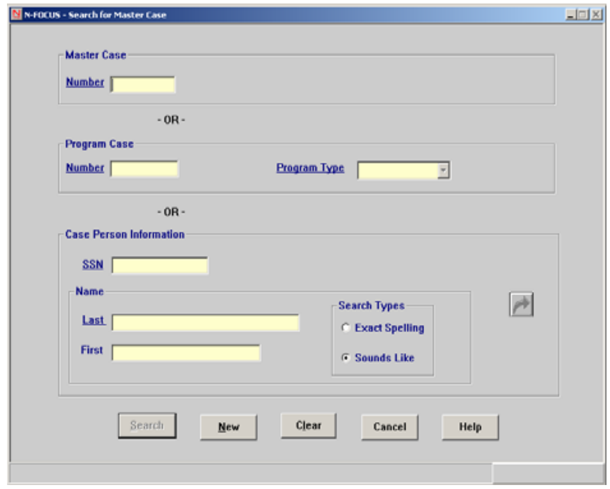
Flow From Case Status To Search Master Case (NEW)

You will now be able to flow from the Case Status window to the Search Master Case window without having to go back to the Main Menu.

From the Case Status window, select the Master Case icon highlighted in green in the upper left hand corner of the window.



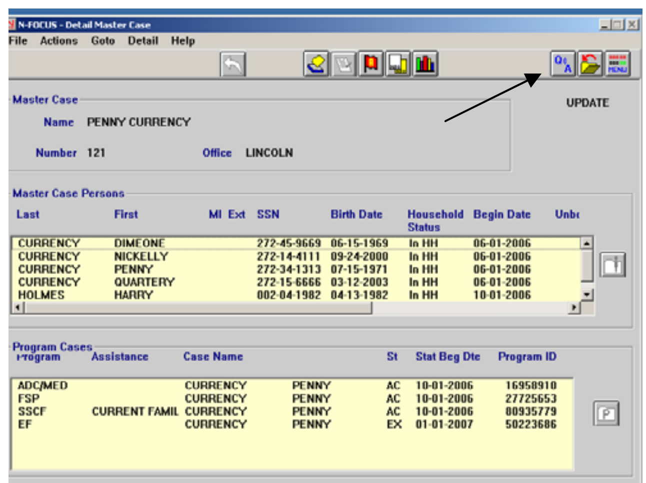
Result: The Search for Master Case window displays. You may search for and pull up another Master Case without having to navigate back to the Main Menu.



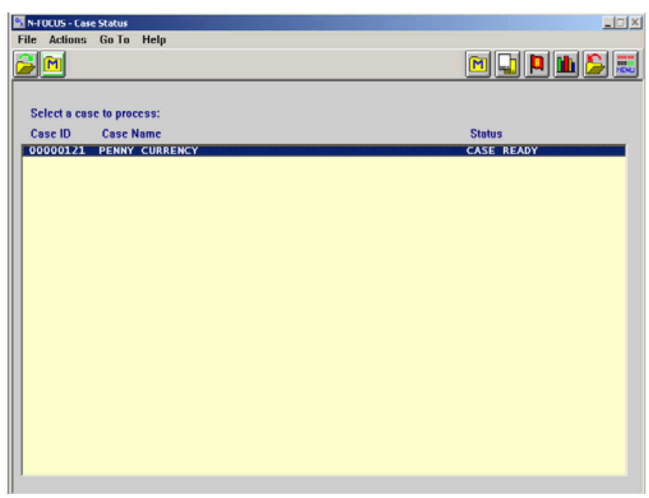
FLOW FROM DETAIL MASTER CASE TO CASE STATUS (NEW)

You will now be able to navigate directly from the Detail Master Case window to the Case Status window rather than having to go back through the Main Menu to access the Case Status window.

After checking out the case, rather than closing the Detail Master Case window and returning to the Main Menu, select the Q&A icon on the Detail Master Case window.



Result: The Case Status window displays. Your checked out case is ready to open to the Expert System.



Automatic Refresh (NEW)

The Case Status window will now automatically refresh. You will not have to click on the Master Case or select Refresh window from the Actions drop-down window when you access the Case Status window.

CHARTS REFERRAL

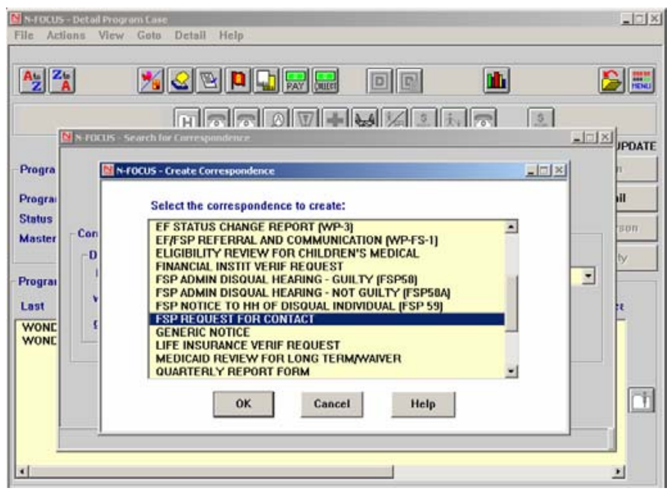
Comments Section Expanded (CHANGE)

The Comments section of the Charts Referral has been expanded from 250 characters to 1,900 characters to allow more room for text.

CORRESPONDENCE

FSP Request For Contact Form (NEW)

The FSP Request for Contact form is now available on N-FOCUS. The form is available in English and Spanish.

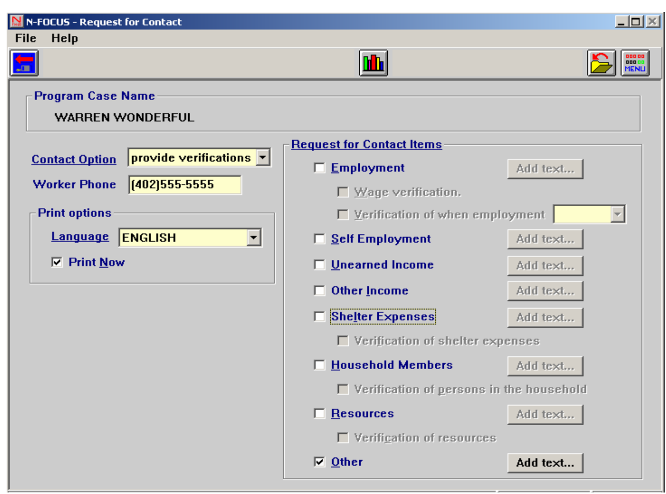


To create the Request for Contact, navigate to the FSP Detail Program Case window and select the Correspondence icon.

Result: The Search for Correspondence box opens.

Select the New button to bring up the Create Correspondence box.

Highlight FSP Request for Contact from the drop-down list, and select the OK button.



Result: The Request for Contact window opens.

Select the Contact Option from the drop-down list (either contact me or provide verifications).

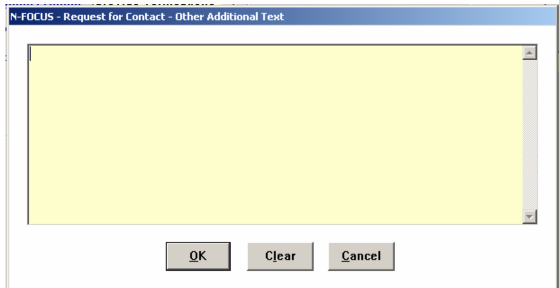
Enter the worker phone number.

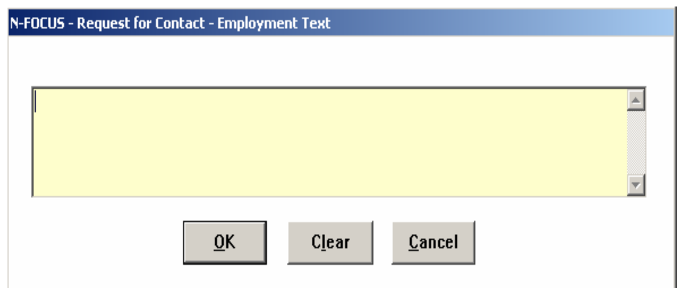
Select the preferred Language from the drop-down list (available in English or Spanish).

Check the Print Now box if you plan to print the form locally. If you do not check the box, the form will go out through the batch process overnight.

NOTE: If you choose to have the form go out through the batch process, you will not be able to print it locally that day. This is because the system will automatically calculate and imprint the date the form is due back in the office (10 days from mail date). The corresponding alert is also created from this date.

Check the box by the item(s) that require verification. The add text box will enable and you may enter additional information on what is needed.





NOTE: The Add Text boxes for all options except 'Other' will hold 250 characters. The Add Text box for the 'Other' category will hold 4,000 characters.

Select the Save and Close icon or choose Save and Close from the File drop-down menu. Result: The form will be saved in Correspondence to go out through the batch process (if that option was selected) or you will be prompted to print the form.

WP-FSP-1 For Pending Participants (FIX)

Prior to this release, a WP-FSP-1 form could not be created for a person if he/she was only pending in the FSP case. This has been fixed and you will now be able to create this correspondence for pending persons.

HELP

Web Version Of Help (NEW)

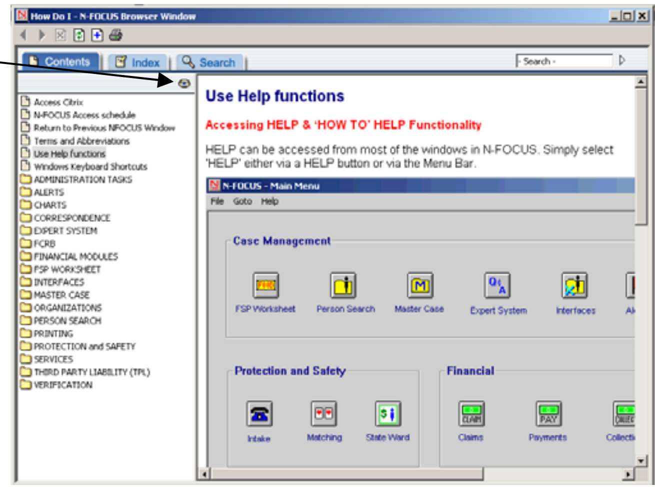
All Help functions (How Do I, Policy Manuals, Window Help) will move to a Web-based file. This change will allow Help functions to be updated weekly rather than having to wait for an N-FOCUS release. You will still access these functions from the same places in N-FOCUS, but the look and navigation is different. Because the information is now on the internet, you may bookmark those sections you access regularly.

The Contents, Index, and Search functions are now on tabs.

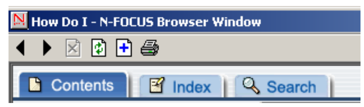
The Eye icon closes the Table of Contents list on the left side of the window. To reopen the Table of Contents, select the Contents tab.

Use the Search box in the upper right corner or Search tab to search for a specific topic. Type in the search word or phrase and select the arrow icon.

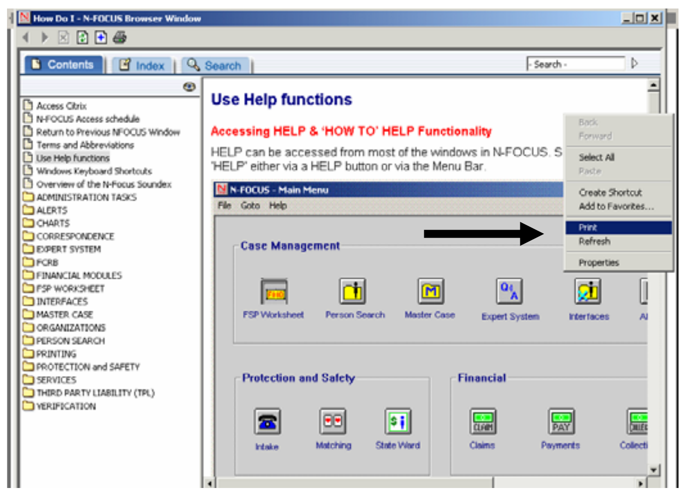
When you select a link that opens another help file (ex. From How Do I to Manuals) the Table of Contents for the new file will open on the left side. To return to the original topic, select the back arrow. The forward arrow is enabled for you to return to the previously viewed window.



To close the Help window, select the x in the upper right corner of the window.



To print, right-click somewhere on the right pane (not on a picture or it will print only the picture) and select Print.

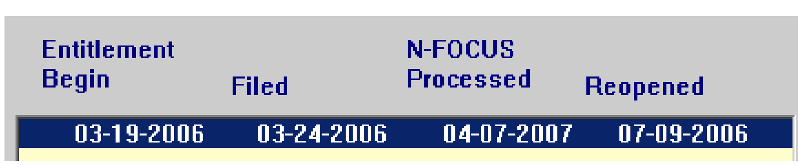


INTERFACES

IUC INTERFACE ENHANCEMENTS (CHANGE)

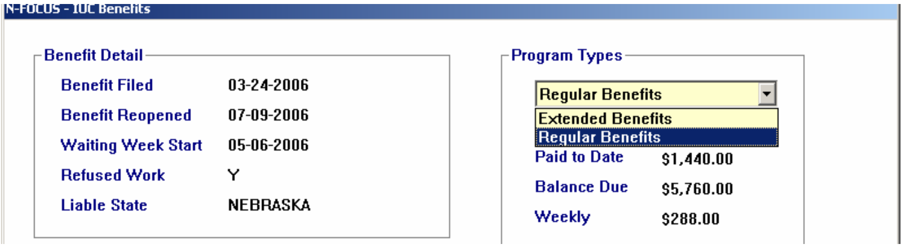
A number of changes have been made to the IUC Interface windows:

- On the IUC List window, "Processed" has been changed to "N-FOCUS Processed." This is the date N-FOCUS last processed the data. Also, the weekly check amount has been removed from this screen.



Entitlement Begin	Filed	N-FOCUS Processed	Reopened
03-19-2006	03-24-2006	04-07-2007	07-09-2006

- The “Accepted Work Date,” “Employer No.” and “Employer Name” on the IUC Benefits window have been removed because this data was not reliable.
- A new “Program Types” box has been added to the IUC Benefits window. The data will default to Regular. If the client is receiving or has received benefits in the current entitlement period under another IUC program (such as Extended Benefits), you may select that Program Type from the drop-down list.



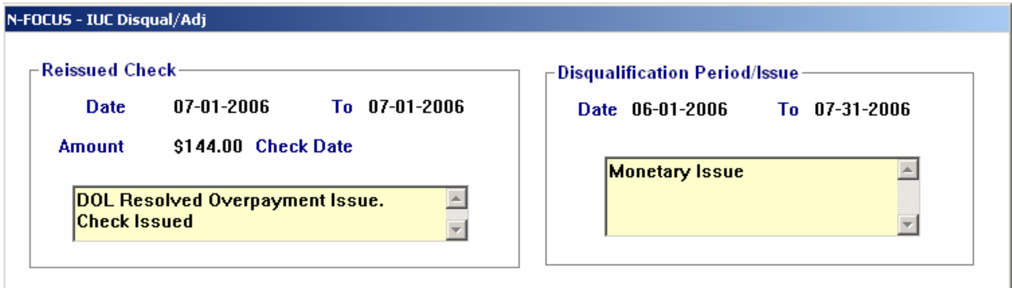
- You may see more than one check issued for the same week ending date if an “Adjustment” check was issued. This is a supplemental payment the person received for the week.

Gross Amount	Check Date	Week Ending	Status	Check Amount	Tax Withheld	Child Support	Earning:
$288.00	07-25-2006	07-08-2006	Full Payment	$259.00	$29.00		
$144.00	08-02-2006	07-01-2006	Adjustment	$144.00			
$144.00	08-02-2006	07-01-2006	Adjustment	$144.00			
$144.00	08-02-2006	07-01-2006	Adjustment	$144.00			
$144.00	07-06-2006	07-01-2006	Partial Payment	$144.00			
$288.00	07-06-2006	06-24-2006	Full Payment	$259.00	$29.00		
		03-04-2006	Unpaid				

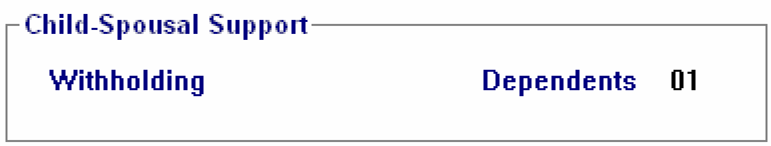
- A new column entitled “Out of State OP” has been added to the IUC benefits window. This is an overpayment that was incurred in a state other than Nebraska. The amount of the overpayment will not be inserted into the Expert System Unearned Income Task. Food Stamp workers will need to research whether the overpayment is fraud or non-fraud. If it is non-fraud, the worker will need to enter the “Adjustment Amount” in order for FSP budgeting to count the net income.

Check Amount	Tax Withheld	Child Support	Earnings	UC OP	Out of State OP	Soc Sec	Pension	Other
$200.00					$88.00			
$121.00		$23.00	$184.00					
$265.00		$23.00						
$265.00		$23.00						
$265.00		$23.00						
$265.00		$23.00						

- The top box names on the IUC Disqual/Adj window were changed to "Reissued Check" and "Disqualification Period Issue" to be more descriptive of the data.



TIP: The Child-Spousal Support Dependents data is the number of "declared" dependents by the IUC recipient.



NOTE: The Critical Error that was occurring when attempting to open some IUC records has been fixed. You should no longer get an error.

NARRATIVE

SUBJECT AREAS ADDED (NEW)

Two new Subject Areas have been added to program case narrative:

- ABAWD
- Employment First

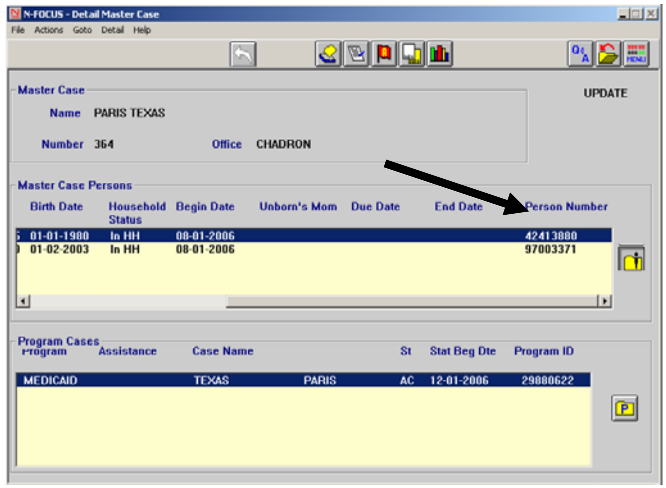
MEDICAID NUMBER

PROCESS FOR DETERMINING MEDICAID NUMBER (CHANGE)

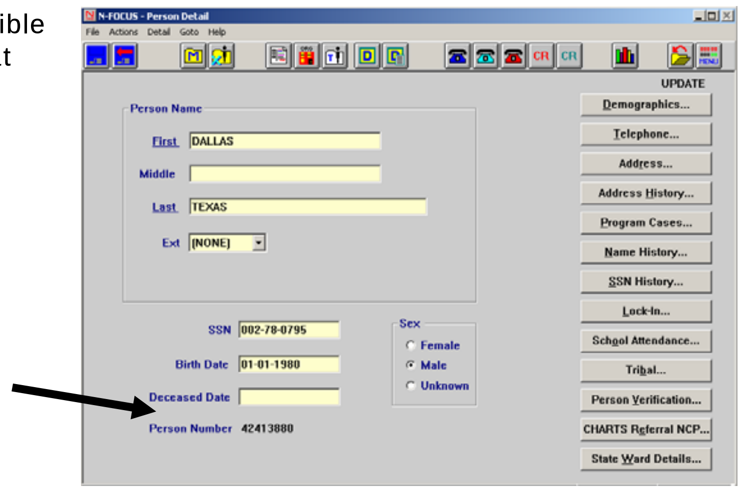
Effective **11/16/2006**, new Medicaid numbers will no longer be based off the master case person's SSN. They will now be created from the master case person's unique Person Number plus the identifying suffix (01, 02, 03, 04, etc). This change is being implemented for new Medicaid recipients only. At this time, there is no conversion process for current Medicaid recipients and persons with cases being reopened. They will continue to have the number that was originally assigned.

To find a person number:

On the Detail Master Case window, move the scroll bar on the top pane to the far right. The Person Number is the last column.

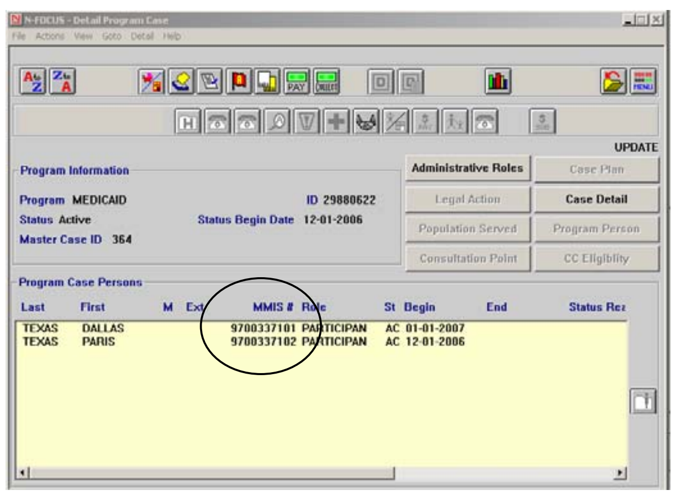


The Person Number is also visible on the Person Detail window at the bottom of the page.



To view a person's Medicaid number, navigate to the Detail Program Case window for the related Medicaid case. The number is listed under the MMIS# column.

In the example shown, Paris Texas was the master case person name, so her Person Number was used to create the Medicaid numbers for all household persons.



NOTE: The Medicaid claim number is an 11-digit number while N-FOCUS Person Numbers are eight-digit numbers. Each new Medicaid number created will have a leading zero. The leading zeros currently do not display in N-FOCUS, but will display on the client's Medicaid card and on C1 (Job 065) Medicaid Eligibility screens. N-FOCUS will be changed with a future release to display the leading zeros. In the above example, the Medicaid number for Paris Texas is actually "09700337102" but displays as "9700337102".

ORGANIZATION

Added Narrative Subject Areas (NEW)

The following new Subject Areas have been added to the narrative area off the Detail Organization and Home Details windows:

- Collections
- FCRB Concerns (only entered by FCRB staff, but HHS staff will be able to search and view the narratives)

Duplicate Persons Added To Organizations (FIX)

Prior to this release, a problem was identified with related persons on organizations. It was possible that two persons could be added with the same name and SSN. This problem has been fixed and you will no longer be able to duplicate persons on Organizations.

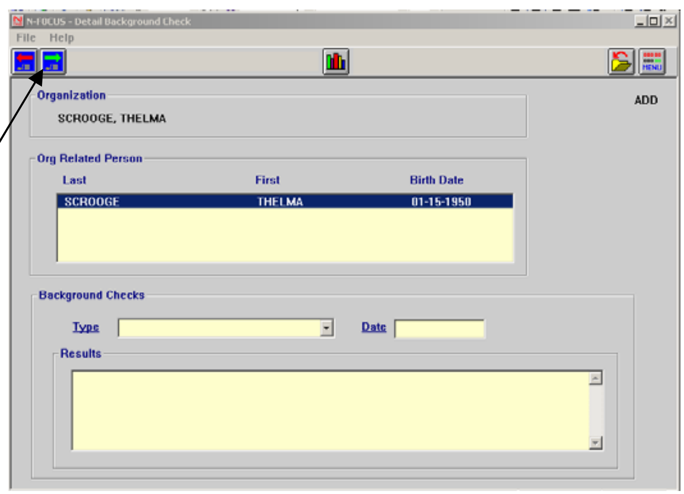
Narrative Items No Longer In Use (TIP)

Within the Subject Area of Licensing in the narrative area off the Detail Organization and Home Details windows are Items that should no longer be used including: APS, CPS/Central Registry, DMV, Health Information Report, and Law Enforcement. Information for these narrative Items is now documented in the Background Checks area or the new Home Study document.

Save And Next Added to Background Check Window (CHANGE)

The Save icon on the Detail Background Check window has been replaced with the Save and Next icon (the Save function on the File drop-down menu has also been replaced with Save and Next).

The Save and Next function will be used to control the Background Checks type field on the window.



After entering information about one Type and selecting the Save and Next icon, the next Type in the drop-down list will display in the Type field. You will still control the Org Related Person field by selecting the appropriate person(s) for each Background Check Type.

PAYMENTS

Print Payment List (CHANGE/FIX)

Prior to this release, an error was discovered when trying to print a list of payments and the more + option was enabled to bring up multiple pages of payments. This error has been fixed.

The Print List option from the Actions drop-down menu on the List Payment window has been reworded to "Prepare Report." This option was reworded because the Print List option was moved to the Crystal Viewer for a previous N-FOCUS release.

PERSON DETAIL

SOUNDEX ERROR CORRECTION (FIX)

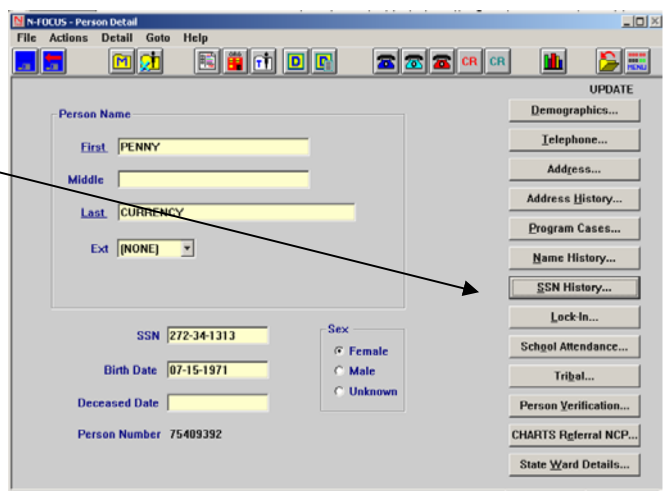
Soundex is a phonetic program used by N-FOCUS to encode last names by their sound when pronounced in English. (See Help-How Do I for an overview of Soundex.) The basic aim is for names with the same pronunciation to be encoded with the same phonetic value so that matching can occur despite minor differences in spelling. When a name is added or updated in N-FOCUS, the Soundex program sets values to encode the name.

In an effort to improve the returns you get when performing a person search by name, some areas have been identified where the Soundex program has not been setting the correct values. This functionality has been corrected and a conversion of all incorrect Soundex values completed. Now that the Soundex values are being set correctly, the next phase of this project (scheduled for the March 2007 release) will be to identify improvements to how the Person Search functionality operates.

SSN HISTORY (NEW)

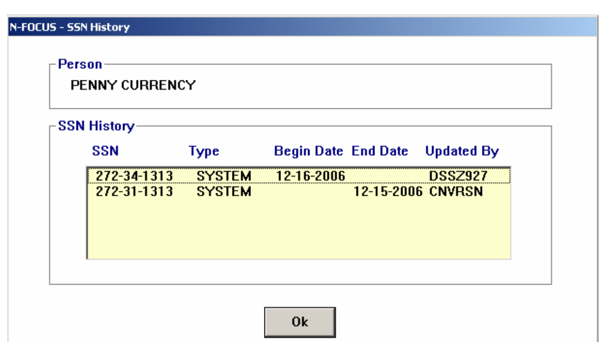
A new button entitled SSN History has been added to the Person Detail window. This button accesses a new SSN History box that will display all changes made to a person's Social Security Number.

From the Person Detail window, select the SSN History button.



Result: The SSN History box displays.

SSN History data includes the SSN begin and end date and the user id of the person who made any updates.



POSITION

Office Position Search Slow (FIX)

The long wait when searching for an Office Position has been fixed. Your search should now have a reasonable response time.

REPORTS

Suspended Claims Report Moved To E Portfolio (NEW)

The Suspended Claims Report has moved to the Crystal Enterprise E Portfolio. Suspended claims for the PASS program (added to N-FOCUS with this release) will appear on the Suspended Claims Report.

When the new report is posted, those with access will receive an email with a link to the website: http://bf200s47/crystal/enterprise10/eportfolio/en To log on, use your LAN ID (User Name) and Password. Be sure to change the 'Authentication' to Windows AD, if not already.

For instructions and tips on using Crystal Reports, open the Instruction Guides folder. Click on View under document(s) you wish to read.

DEVELOPMENTAL DISABILITIES PROGRAMS

CASE MAINTENANCE

DDCSA Waiver Case And Service Authorizations Available (NEW)

The Developmental Disabilities Community Support Adult waiver program case (DDCSA) has been added to N-FOCUS with an effective date of 11-1-2006. Payment for services through this program will be made through service authorizations entered on the DDCSA program case. The DDCSA case may only be added if there is an existing Medicaid case in pending, active, spenddown, or premium due status.

Any Provider Approvals or Service Authorizations must begin on or after 11-1-2006. Pre-print claim forms will be sent to the providers as long as they were set up for preprint.

The DDCSA waiver will be processed like all other DD waivers with the exception of processing claims for clients with a Medicaid Share of Cost. Due to the nature of the services provided, the MED program case should be set to “Spenddown” status (versus Active) in the budget authorization process. DD personnel will determine if the share of cost should be applied to the DDCSA claim item.

Clients in DDCSA cases are not required to participate in Managed Care and will be excluded from CoPay requirements.

REPORTS

Suspended DD Claims Report Moved To E Portfolio (NEW)

The Suspended DD Claims Report has moved from N-FOCUS to the Crystal Enterprise E Portfolio website. Suspended claims for the DDCSA program (added to N-FOCUS with this release) will now appear on this report.

When the new report is posted, those with access will receive an email with a link to the website: http://bf200s47/crystal/enterprise10/eportfolio/en To log on, use your LAN ID (User Name) and Password. Be sure to change the 'Authentication' to Windows AD, if not already.

For instructions and tips on using Crystal Reports, open the Instruction Guides folder. Click on View under document(s) you wish to read.

FOSTER CARE REVIEW BOARD

INTAKE

Restrict FCRB Printing Of Law Enforcement Notice (CHANGE)

With the March 2006 N-FOCUS release, the ability to print new Law Enforcement notices at any time was implemented. With the July 2006 release, it became a requirement to print the Law Enforcement notices. Law Enforcement notices are now shared with law enforcement via the Nebraska Data Exchange Process (NDEN). To prevent an overload of information transferring through NDEN, the capability to print Law Enforcement notices has been restricted to Protection and Safety workers only.

The same information is available on the Intake Worksheet which is still available for FCRB staff to print. FCRB staff may also print the existing Law Enforcement Notice that has been saved in Correspondence.

ORGANIZATION

Subject Area Of FCRB Concerns Added To Narrative (NEW)

The new Subject Area entitled FCRB Concerns has been added to narrative area off the Detail Organization and Home Details windows. The only Item within this Subject Area will also be titled FCRB Concerns. This narrative will be used by Foster Care Review Board staff to document information regarding an organization gathered during the course of the FCRB reviews. Only FCRB staff will be able to enter new narratives, but appropriate HHS staff will be able to search and view the narratives.

PLACEMENT

Placement Types Added (NEW)

The following types of placements have been added to the Foster Care Review Board windows:

- Continuity Foster Care (code 44)
- Group Home A (code 61)
- Group Home – Treatment (code 62)
- Enhanced Treatment Group Home (code 63)

PROTECTION AND SAFETY

ALERTS

ALLEGATION FINDING (NEW)

Alert #304 (Allegation Finding) displays to the RD worker assigned to the Home Details of an organization when an allegation finding has been entered on either a CPS or APS Intake and the Finding will place the perpetrator on the Central Register. The RD worker should review to determine if the facility type needs to be placed on hold.

The alert will display the following text: "<Person's Name> has been placed on Central Register with a finding of <Allegation Finding>. Entered on Intake # <Intake Number>."

INVESTIGATION (NEW)

Alert #306 (Investigation) displays to the RD worker assigned to the Service Approval of an Organization when either a person in the list of related persons on the Organization or the Organization itself is the subject of a Protection and Safety investigation. To view details for the investigation, navigate to the Intake icon on the N-FOCUS Main Menu and enter the Intake number from the alert on the search window. Depending on the nature of the investigation, there may be safety issues involved for persons receiving services from this Organization. Communication between the Protection and Safety and RD worker may still be necessary to determine the nature of the investigation.

The alert will display the following text: "Either this organization or a related person in this organization is being investigated by Protection and Safety. See Intake # (intake number)."

REMOVED FROM CR (NEW)

Alert #305 (Removed from CR) displays to the RD worker assigned to the Home Details of an Organization when a person in that Organization has been removed from the Central Register.

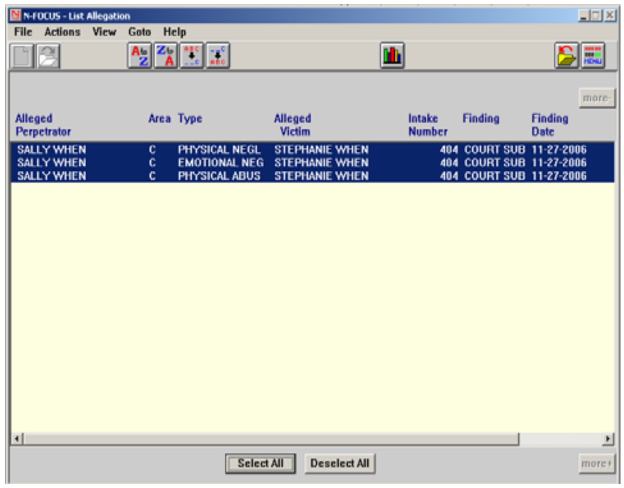
The alert will display the following text: "<Person Name> has been removed from Central Register due to <expungement reason> entered on Intake # <Intake Number>."

ALLEGATION

MULTIPLE ALLEGATION FINDINGS/EXPUNGEMENT (NEW)

With this release you will now be able to multi-select allegations and enter the same finding for the multi-selected allegations.

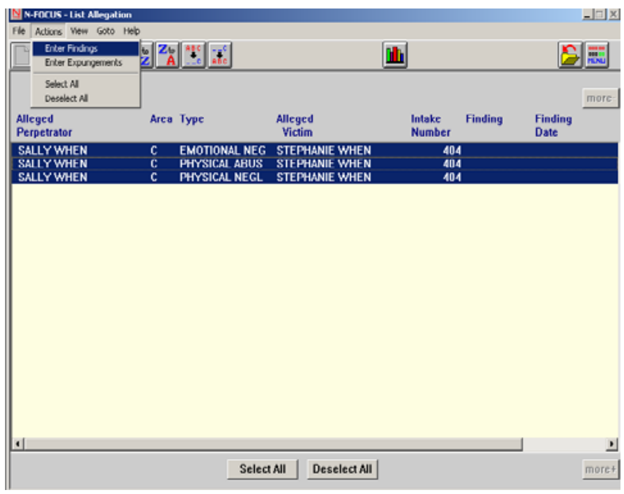
Push the Select All button or use the Select All option from the Actions drop-down menu on the List Allegation window to highlight all allegations. If you do not want to select all of the allegations, use the mouse to highlight the specific allegations you want to select.



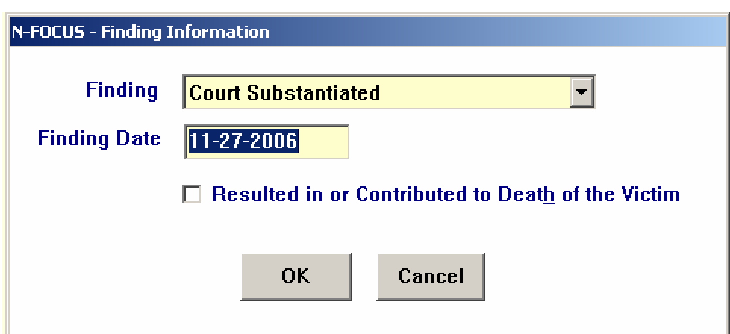
You may also Deselect All by hitting the Deselect All button.

After multi-selecting the allegations that will have the same finding, select Enter Finding from the Actions drop-down menu.

Result: The Finding Information box displays.



Enter the appropriate Finding and Finding Date. Remember that this Finding and Date will be entered on all the allegations you multi-selected.



When multi-selecting allegations, it is imperative that the correct Finding and Finding date are entered on the correct allegations. To assist in organizing the allegations to ensure the correct information is entered on the correct allegation, some additional enhancements have been made to the List Allegation window including:

- Intake Number listed.
- Sort and Filter capabilities to narrow allegation list accordingly.

Multiple Allegations Window Enhancements (NEW)

At the suggestion of Protection and Safety workers, the following enhancements have been made to the Multiple Allegation window:

- Added Deselect All button.
- Added Sort function.
- Updates made to relationship type, Foster Parent Indicator or Caretaker Indicator for a particular Victim and Perpetrator will be applied to all allegations listed containing the same Victim and Perpetrator.
- Added message indicating allegation already exists if you attempt to enter a duplicate allegation of the same type, victim and perpetrator.

INTAKE

Law Enforcement Notice Enhancements (NEW)

Effective 11-16-2006, the Intake Law Enforcement notice has been redesigned. The new notice has been organized in an effort to make it easier to read.

Person Resolution When Adding Persons To Intakes (FIX)

Prior to this release, a person added to an intake window was not added to the N-FOCUS database until the intake was saved. It is believed that this may be one cause of duplicate persons being added to intakes because the same name could be added into the same intake. To prevent this, a person's name is now added to the N-FOCUS database as soon as the person is added to the intake list. If that person or someone with similar demographic data already exists on N-FOCUS, you will be taken to the Person Resolution window where the existing N-FOCUS person may be selected.

Restrict FCRB Printing Of Law Enforcement Notice (CHANGE)

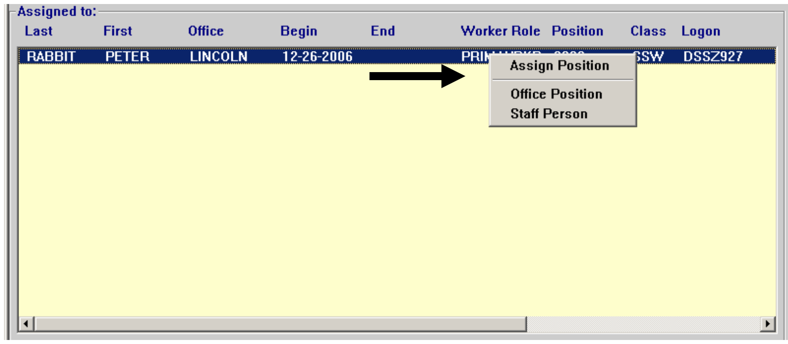
With the March 2006 N-FOCUS release, the ability to print new Law Enforcement notices at any time was implemented. With the July 2006 release, it became a requirement to print the Law Enforcement notices. Law Enforcement notices are now also shared with law enforcement via the Nebraska Data Exchange Process (NDEN). To prevent an overload of information transferring through NDEN, the capability to print Law Enforcement notices has been restricted to Protection and Safety workers only.

The same information is available on the Intake Worksheet which is still available for FCRB staff to print. FCRB staff may also print the existing Law Enforcement Notice that has been saved in Correspondence.

Right-Click Added To Assignments (NEW)

You will now be able to use the right-click function to add or update Intake assignments.

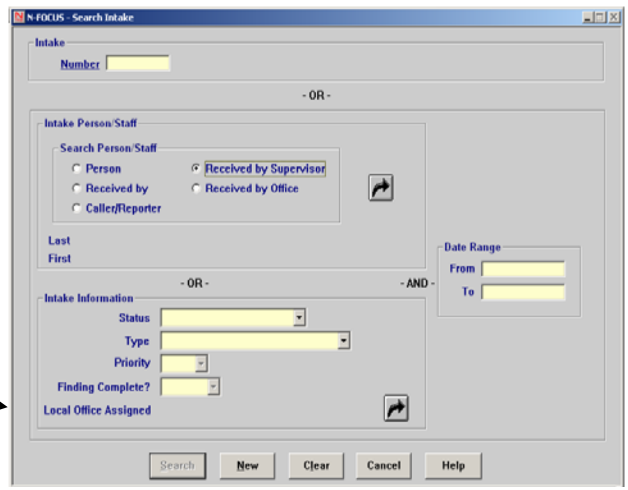
From the Detail Intake Assignments window, right-click on the assignment and highlight the action you wish to perform.



Search Intake Window Enhancements (NEW)

At the request of the N-FOCUS User Group, two new search fields have been added to the Intake Person/Staff area on the Search Intake window. The two new fields are Received by Supervisor and Received by Office.

These two new searches allow you to narrow your Intake search by the supervisor of the worker who received the intake or by the office of the worker who received the intake.



The "Local Office" designation has been reworded to "Local Office Assigned" since this reflects the office the Intake is currently assigned to (not necessarily the Received by Office).

ORGANIZATION

Added Narrative Subject Areas (NEW)

The following Subject Areas have been added to the narrative area off the Detail Organization and Home Details windows:

- Collections
- FCRB Concerns (only entered by FCRB staff, but HHS staff will be able to search and view the narratives)

Duplicate Persons Added To Organizations (FIX)

Prior to this release, a problem was identified with related persons on Organizations. It was possible that two persons could be added with the same name and SSN. This problem has been fixed and you will no longer be able to add duplicate persons with the same SSN to Organizations.

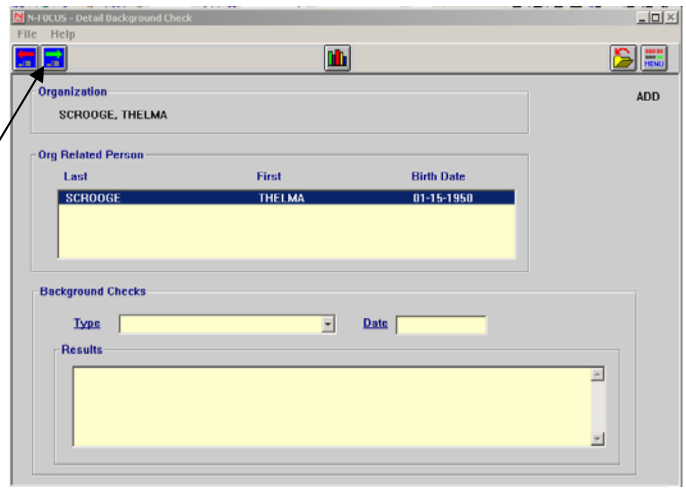
Narrative Items No Longer In Use (TIP)

Within the Subject Area of Licensing in the narrative area off the Detail Organization and Home Details windows are Items that should no longer be used including: APS, CPS/Central Registry, DMV, Health Information Report, and Law Enforcement. Information for these narrative Items is now documented in the Background Checks area or the new Home Study document.

Save And Next Added To Background Check Window (CHANGE)

The Save icon on the Detail Background Check window has been replaced with the Save and Next icon (the Save function on the File drop-down menu has also been replaced with Save and Next).

The Save and Next function will be used to control the Background Checks type field on the window.



After entering information about one Type and selecting the Save and Next icon, the next Type in the drop-down list will display in the Type field. You will still control the Org Related Person field by selecting the appropriate person(s) for each Background Check Type.

APS SPECIFIC TOPICS

ALLEGATION

Enter Allegation For 18-Year-Old Victim (FIX)

You will no longer be allowed to enter an Allegation when an 18-year-old victim is classified as a child. If the report is an appropriate Adult Protective Services report, you will need to change the classification of the 18-year-old from Child to Adult.

To make the change, select Update the Adult/Child Class from the Actions drop-down and set the classification to Adult.

NOTE: You will need to check to make sure that the 18-year-old was appropriately referred to Adult Protective Services and not Child Protective Services.

Family Relationships Incorrect (FIX)

On the Detail Allegation window, the Alleged Perpetrator-Relationship to Alleged Victim field is automatically populated when certain family relationships have already been entered in the Expert System for other programs. Prior to this release, when the Alleged Victim had been identified as the parent (bio, adopted, or step), the system displayed that relationship as the relationship of the Alleged Perpetrator to the victim even if this was incorrect. This has been fixed and the correct relationship will now display.

Victim And Perpetrator Characteristics Display (FIX)

The Victim and Perpetrator Characteristics display has been fixed on the Detail Allegation window. In addition to saving any new information you add or update, entries made previously will now display.

ASSIGNMENTS

Search Intake Assignments By Finding (FIX)

Prior to this release, when searching for Intake assignments with the "View by Finding Complete" option from the Search Position Assignments window, APS assignments were not pulling into view. This has been corrected and you will now see the APS assignments.

CORRESPONDENCE

Restrict Access To APS Notice To Reporter (FIX)

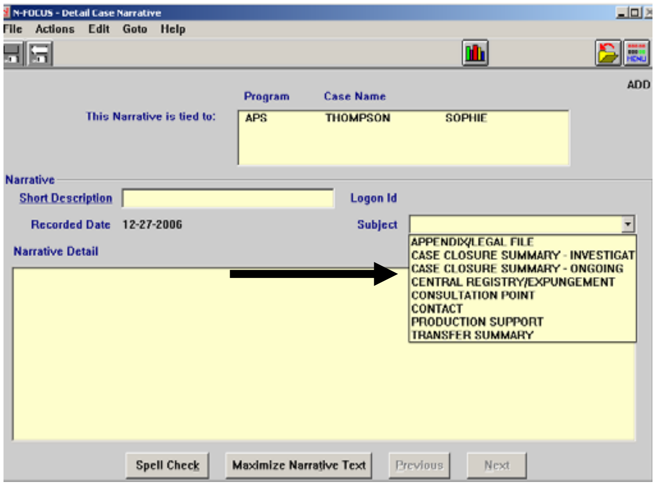
Prior to this release, it was discovered that some security profiles inappropriately had access to print or view the "APS Notice To Reporter". This has been corrected and only the appropriate security profiles may now print or view these notices.

The reporter name will no longer display on the "Sent To" column on the List Correspondence window so that only the appropriate persons will be able to view this information.

NARRATIVE

APS Program Case Narrative Secured (NEW)

The APS Program Case Narrative window has been redesigned to add Subject areas specific to the APS Program.



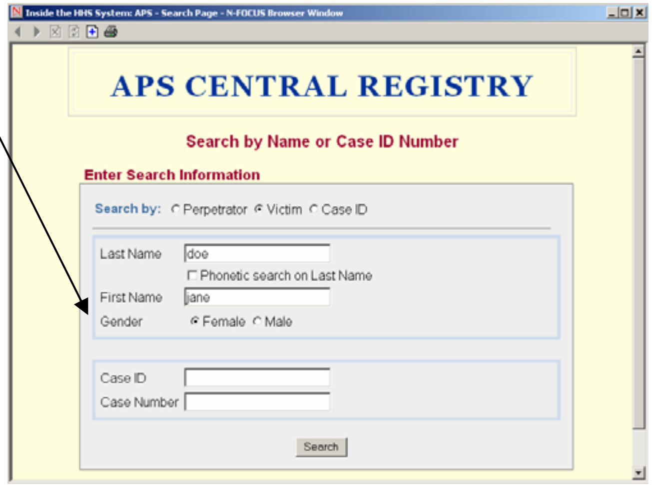
In addition to the new format, only persons with the appropriate security profiles will be able to access the APS Program Case Narrative. APS will no longer be accessible as part of the "Select All" case narrative functionality, but must be created as its own narrative.

WEB APPLICATIONS

APS WEB CENTRAL REGISTRY SEARCH/SORT ENHANCEMENTS (NEW)

Search and sort options have been added to the APS Web Central Registry.

You will now be able to narrow your search by gender.



You will also be able to sort your results lists by Name, Date of Report, and Office.

Last Name	First Name	MI	Birth Date	SSN	Case ID	Case #	Case Stat Det	Date Of Report	Intake Office	Case Stat Pend

Name
The default on Name sort is alphabetical by Last Name, then alphabetical by First Name. Click the arrow up { ▲ } to reverse the order.

First Name
Click the arrow down { ▼ } to sort the entire list alphabetically by first name.
Click the arrow up { ▲ } to reverse the order.

Date of Report
Click the arrow down { ▼ } to sort the entire list by the earliest to most recent.
Click the arrow up { ▲ } to reverse the order.

Office
Click the arrow down { ▼ } to sort the entire list by smallest to largest office code.
Click the arrow up { ▲ } to reverse the order.

CWIS SPECIFIC TOPICS

ALERTS

OUT OF DISTRICT PLACEMENT (CHANGE)

Alert #216 (Out of District Placement) displays to the RD worker assigned to the Home Details area of an organization when a child is placed out of the district. A date has been added to this alert to inform you when this child was placed out of the district.

CASE MAINTENANCE

DISCONTINUE PERSON ACTIONS (NEW)

You will no longer be able to discontinue a person in N-FOCUS in the following two situations:

- The person has an association with a Service Needs Assessment in any status other than denied.
- The person has a State Ward Trust Fund Account in any status other than closed.

If you have any questions or problems with the discontinue person functionality, please contact N-FOCUS Production Support.

CASE PLAN

CASE PLAN ENHANCEMENTS (NEW)

The following changes have been made to Case Plan:

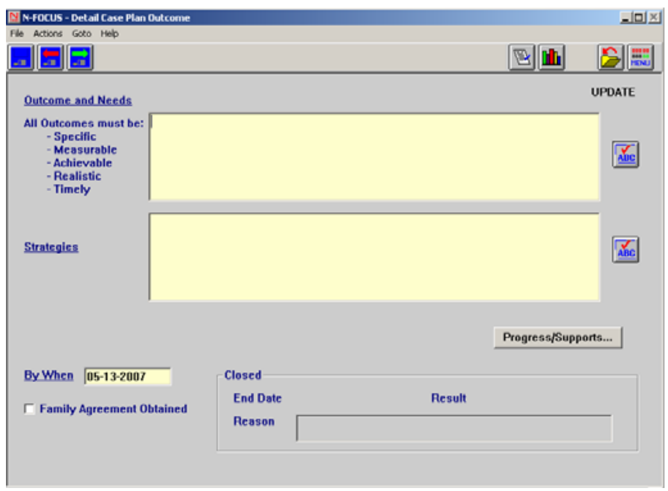
- In an effort to better incorporate Family/Person Centered Practice guidelines in case planning, the Case Plan headings on the windows and printed Case Plans have been reworded.
- Spell check added
- Goal (now known as Outcome) closure reasons changed

Goals have been renamed **Outcomes/Needs**.

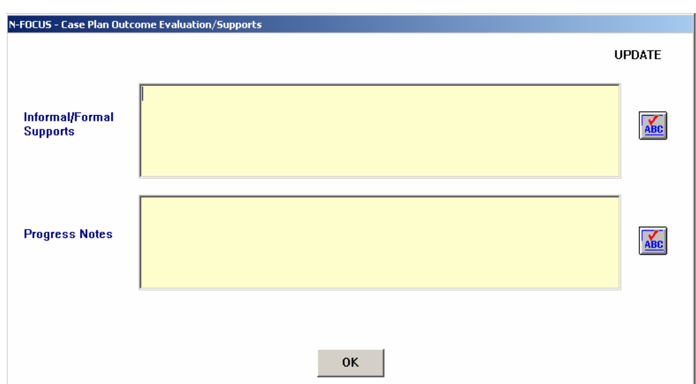
NOTE: Text has been added to the Detail Case Plan Outcome window to remind you of Outcome guidelines.

Tasks have been renamed **Strategies**.

NOTE: Spellcheck has been added to this window



Services have been renamed **Informal/Formal Supports**.



✓ A new outcome closure reason of “Partially Achieved” has been added.

The following Outcome closure reasons have changed:

✓ “Inappropriate Service Provider” is now “Identified support(s) do not meet identified needs and/or strategies.”

✓ “Inappropriate or unhelpful task” is now “Strategy did not address outcome.”

✓ “Other Goals required for recent problems” is now “Other outcomes required based on recent assessment.”

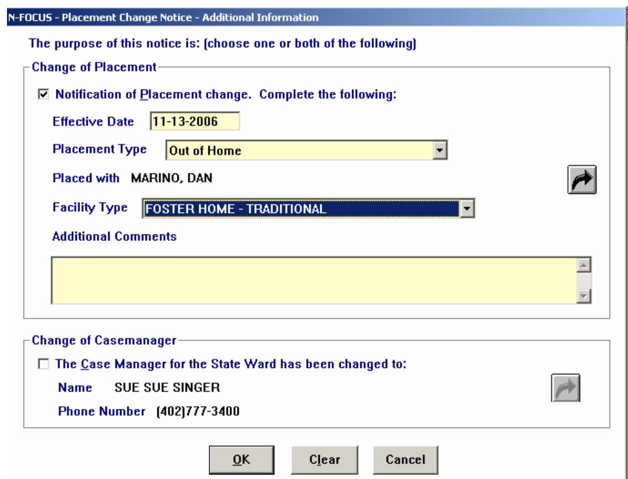
✓ “Service provider recommended closure” is now “Family team recommended closure.”

CORRESPONDENCE

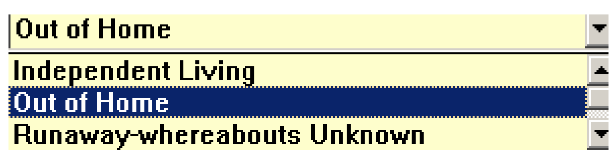
CHANGE OF PLACEMENT NOTICE ENHANCEMENTS (NEW)

The following changes have been made to the Change of Placement Notice:

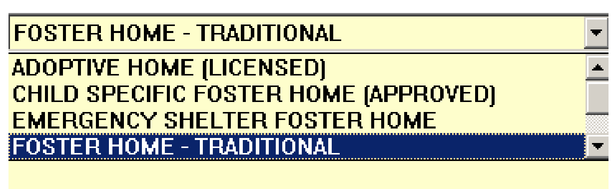
- Runaway placement added
- Independent Living placement added
- Facility type added



You will now select the Placement Type from the drop-down list. If the Placement Type is Out of Home, select the out-select arrow to navigate to the Search Organization window to find the placement organization. If the Placement Type is With Parent/Caretaker, hit the out-select arrow to navigate to Person Search window to find the person.



After entering the “Placed with” organization, select the appropriate Facility Type from the drop-down list. Only the facility types entered for the specific organization will appear on the drop-down list.



Home Study Document Errors (FIX)

Several problems with the Home Study document have been fixed:

- Prior to this release it was discovered that when printing a Home Study document, the ICPC indicator was printing as "No" in the Child Specific Information section. This happened regardless of whether the ICPC box was checked or not. This problem has been fixed and the ICPC indicator will display as "Yes" if the box is checked.
- In some instances the Recommendation section title printed twice. This has been corrected as of **11/16/06**.
- On the first page of the Home Study under telephone numbers, the word cellular was misspelled. This has been corrected as of **11/16/06**.

Placement Agreement Enhancement (NEW)

The Attachment to the Child Placement Agreement that had been mandated effective 3-1-2006 has been added to the Placement Agreement on N-FOCUS. The first item on Section 1 of the agreement now reads, "Placement of the child is made for the purpose of foster care, which is temporary care. If adoption should become the permanency objective for the child, the Agency will determine the best placement for the child based upon the child's individual circumstances and needs. The child may be moved to a different family for adoption or adoptive planning."

Now that this language has been added to the Placement Agreement, you will no longer be required to have the foster parent(s) sign the Attachment to Child Placement Agreement.

Placement Information Added To Court Report (NEW)

A child's current placement information will now display on the Court Report that is given to the judge. You may also print a Court Report that does not display this information so this may be given to the parents. N-FOCUS will default to include the Child Placement Information on the Court Report. To keep the Placement Information from printing on the Court Report:

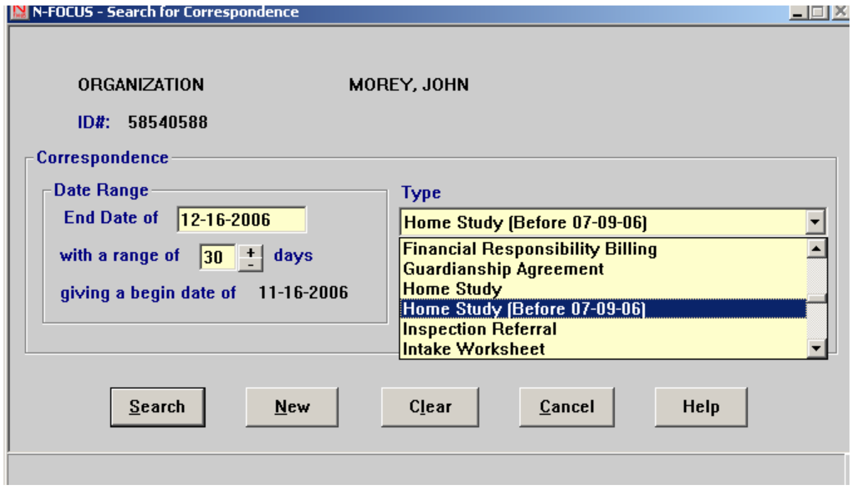
From the Options drop-down menu on the Court Report Window, highlight the Include Child Placement Info selection and move your mouse away.

Result: The Include Child Placement Info is unchecked and will not print on the Court Report.

Two Types Of Home Study On Search Correspondence Window (FIX)

The new Home Study document was added to N-FOCUS with the July 2006 release.

When a Home Study document is created and printed, a copy is saved in the Correspondence area of N-FOCUS.



One of the Home Study types has now been designated as "Before 7-9-06" to distinguish between the Home Studies created prior to and after 7-9-06.

FUNDING DETAIL

Permanency Review Mandatory Task (FIX)

Prior to this release, N-FOCUS was requiring Permanency Reviews for cases that did not require them. If the child did not live with parents or relatives in the 6 months prior to the removal or the court order did not indicate that remaining in the home was contrary to the welfare of the child, that child is in not IV-E eligible and no Permanency Review hearing is required. Even if this information was entered on N-FOCUS in court details, the system was still requiring Permanency Reviews. Also, if the ward is undocumented s/he is not IV-E and a Permanency Review is not required, but N-FOCUS was requiring it. This has been fixed and N-FOCUS should no longer require a Permanency Review in these situations.

HOME DETAILS

Print List Of Historic Placements/Bedholds (FIX)

The ability to view and print a list of Historic Placements/Bedholds (from the List Removal/Placement window) was introduced with the July 2006 release. It was discovered that if the facility did not have a current placement, the historic list could not be created. This has been fixed and you will now be able to print the Historic Placements/Bedholds list even if the facility has no currently active placements.

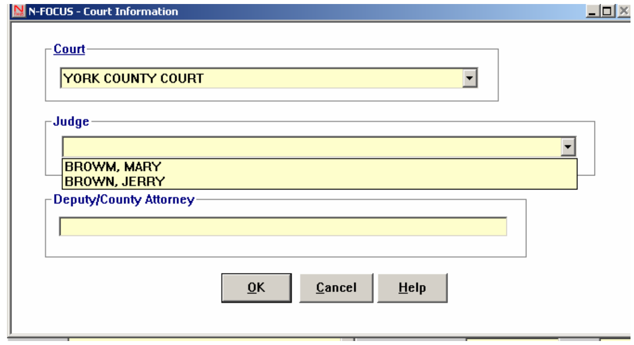
LEGAL ACTION

Court And Judge No Longer A Text Field (CHANGE)

The court and judge will now be selected from a drop-down list rather than entered in a text field in the Court Information box on Legal Action. This change was made due to a number of duplicate County court organizations and misspelled judge names that had been entered on N-FOCUS through the text fields on Legal Action.

Select the appropriate County Court from the drop-down list.

The Judges assigned to that court will appear on the Judge drop-down list. Select the appropriate judge.



All County and Tribal Court organizations that existed on N-FOCUS have been incorporated into one organization for each county or tribal court. A conversion program was run to identify all judges entered on existing Legal Actions. Those judges were added to the court specified on the Legal Action. The judge information is stored on the Court's organization detail window. Note: The ability to update judge information on the County Court organization is restricted to central office staff.

Sort By Date Held (FIX)

Prior to this release, the Sort by "Date Held" function on the List Legal Actions window did not work properly. This has now been fixed and you should be able to Sort by all of the column headings.

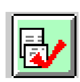
LEGAL STATUS

Legal Status Updates On Closed Cases/Persons (NEW)

Prior to this release, updates made to legal status on closed cases or persons was putting the CFS case into mixed status. When a CFS case or particular person is closed, you will now no longer be able to update the person's legal status. If the case is closed, you must reopen the case. If the case is active, but the person is closed, you must reopen the person.

LICENSING

Background Check Access Added To License/Approval Window (NEW)

The Background Check icon  has been added to the Detail License/Approval window. If no Background Checks have previously been documented, clicking on the icon will display the Detail Background check window. If one or more Background Checks have previously been documented, clicking on the icon will take you to the List Background Check window. You may also access the Background Checks windows by selecting Background Check from the Goto drop-down menu.

If Background Checks need to be documented, click on the New icon and enter the appropriate information. Information entered on the Detail License/Approval window does not have to be saved prior to selecting the Background Check icon, the information will remain. You will be taken back to the Detail License/Approval window after closing the Background Check windows.

Closure Reason Added For Emergency Approvals (NEW)

A new closure reason entitled, "New Approval Created" has been added for the License/Approval type of Emergency Approval.

NARRATIVE

Occurrence Date (CHANGE)

In any CWIS narrative, if the Occurrence Date is changed on one narrative and Save and Next is selected, the Occurrence Date entered on the previous narrative will carry over to the next narrative. You will be able to change the Occurrence Date on the new narrative if needed.

ORGANIZATION

Home Study And Approval Study Narrative Subjects Disabled (FIX)

The Subject Areas of Home Study and Approval Study in the narrative area off the Detail Organization and Home Details windows will be disabled for adding new narratives. Any information entered here is now documented on the Home Study document. You will still be able to search for narratives previously entered in these Subject Areas.

PLACEMENT

Placement History Document For Ward With Child (FIX)

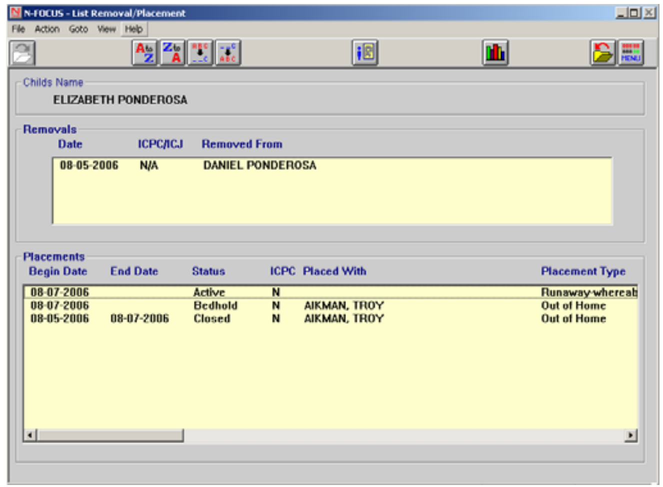
A problem was discovered when trying to print a Placement History for a ward who also is a parent. The ward had an Out of Home placement and her child had an active with parent placement. The placement history document correctly displayed the active Out of Home placement for the ward, but also displayed an active placement with herself because of her child. This has been corrected and the Placement History will only show the actual placements for the ward.

List Removal/Placement Window Enhancements (CHANGE)

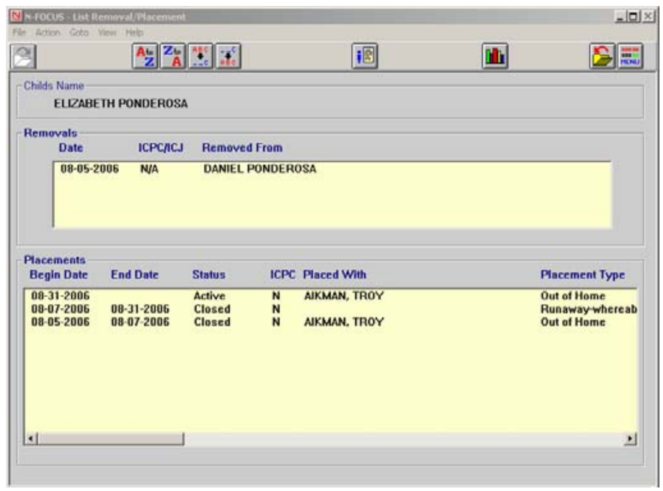
The following changes have been made to the List Removal/Placement Window:

- Placements box has been expanded and the more+/more- functions replaced with a scroll bar to see the entire list of placements if they do not fit in window.
- Bedhold placements will be visible even after they are closed.

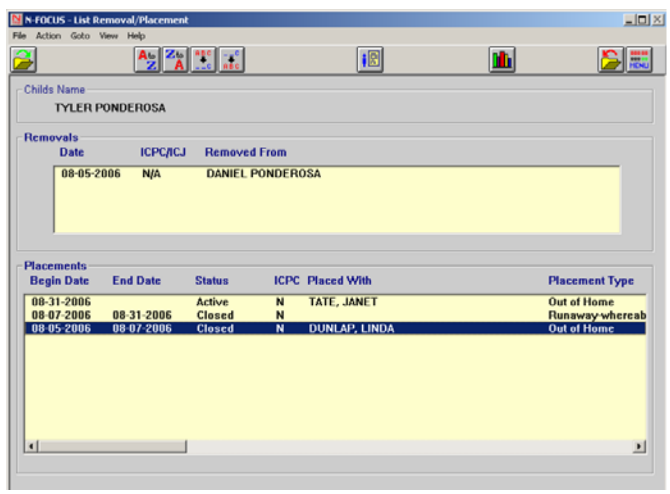
Example of Bedhold Placement:



The child was placed with a foster parent 8-5-2006. The child went to runaway 8-7-2006. A bedhold status was entered on the foster home placement 8-7-2006.

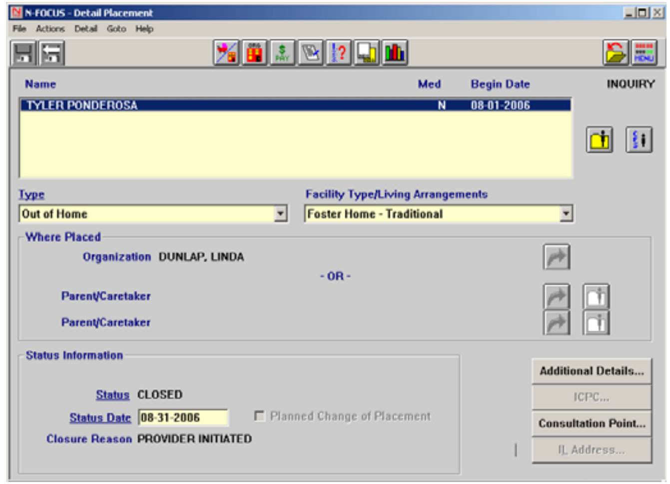


The child was found 8-31-2006 and returned to the foster parent. The runaway placement was closed and the foster parent placement status updated from bedhold to active. N-FOCUS shows the time period the child was with the foster parent prior to the runaway status, then a second placement line with the foster parent for the time period after the runaway.



If the child does not return to the previous placement, but goes to a new placement, the previous placement will have an end date of the date the runaway status began. If you open that particular placement, you will notice the closed status date on the Detail Placement window will display the date the bedhold status closed.

Example: The child was placed with a foster parent 8-5-2006. The child went runaway on 8-7-2006. A bedhold status was entered on the foster home placement 8-7-2006. The child was found 8-31-2006, but placed with a different foster parent. The original foster parent and runaway placements are closed and a new placement with the new foster parent is added. The placement history shows the end date of the first placement as the begin date of the runaway status, however, if you open that placement the closed status date shows 8-31-2006 which is the end-date of the bedhold status.



EXPERT SYSTEM

BENEFIT SUMMARY

SHARE OF COST ADJUSTMENT EXPENSE (NEW)

A new expense line called Share of Cost Adjustment has been added to Medicaid budgets under the Additional Excess Income detail (see Expense Task section for information on the new Share of Cost Adjustment expense).

TBR BUDGET UNIT SIZE INFORMATION (CHANGE)

The display in Unit Size on the Benefit Summary has changed for TBR cases. The new wording reads, "NOTE: TBR Budget: The Unit Size will not change on a TBR budget if a person is added that was not in the budget prior to the TBR begin month. The added person will be in Active status. The Unit Size will change if a person is closed and is now in another Program Case."

BUDGETING

CHILD SUPPORT PAYMENT RETENTION RECOUPMENT (NEW)

An ADC budget will now allow recoupment from an active AR with the error type of Child Support Payment Retention. Previously, this error type did not automatically recoup.

MEDICARE PART B EXPENSE IN FSP BUDGET FOR SIMP-OMB (FIX)

The Medicare Part B premium expense was counting as a FSP expense when the person was active in a SIMP-OMB budget. It should not be counted in this instance because the Part B premium is subject to State Buy-In and not paid for by the client. This has been fixed and the Part B premium will not count as an expense in the FSP budget for a SIMP-OMB budget. The expense will remain allowable for persons on SIMP-MN budgets.

MEDICARE PART D EXPENSE IN FSP BUDGET (FIX)

Prior to this release, the Medicare Part D expense was not counting in the FSP budget if the owner of the expense was an active participant in an AABD grant case, Medicaid-AABD/OMB case or QMB case. The expense will now count in any situation.

RESOURCES OF SSI RECIPIENT IN ADC BUDGET (CHANGE)

The percentage of a resource owned by a current pay SSI recipient will now be excluded from the ADC/MED budget.

Ex: Mom is current pay SSI and is in her own AABD case, but is considered Financially Responsible for her son's ADC case. Mom and son each own 50% of a joint checking account. Only the percentage owned by the son will be considered in the resource test. If mom were sole owner of the checking account, none of the checking account balance would be considered in the ADC budget.

TMA Enhancements (NEW)

The following changes have been made to the way N-FOCUS budgets TMA cases:

- Automation of the Bowlin V. Montanez court decision providing TMA to a broader group of individuals. Please see the 4-20-2005 memo sent by Mike Harris available on the Economic Assistance Policy Log under the Subject "New TMA Rules-Effective Upon Receipt" and the Category "Medicaid/TMA."
- Children will not go to TMA unless they fail CMAP/KC guidelines. They will now be configured into their respective FPL categories (MAC, SAM, etc.) even from Month 1 of TMA. EXCEPTION: If there is a minor parent in an ADC grant case and the case goes to TMA, the minor parent will be configured as TMA if they have had ADC/MED or MED with an ADC/MN category code in 3 of the last 6 months.

BUDGET AUTHORIZATION

FSP Fund Code Updates (NEW)

Based on the finalized farm bill, updates have been made to the FSP Federal/State fund codes to meet current requirements.

CASE MAINTENANCE

FSP Controlled Substance Sanction Closing Reasons (CHANGE)

The Sanction Types "Controlled Substance #1" and "Controlled Substance #2" in Case and Participant Actions have been changed to "Sale Drugs-FS#1" and "Sale Drugs-FS#2. This change was made in an attempt to distinguish this sanction from "Convicted Drug Felon." The "Sale of Drugs" sanction refers to the sanction found at **475 NAC 1-008.03D Disqualification for Use of Food Stamps in the Sale of a Controlled Substance, "An individual found guilty by a federal, state, or local court of having used or received food stamp benefits in a transaction involving the sale of a controlled substance is disqualified from participation in the Food Stamp Program. The disqualification periods for this violation are:**

1. **Twenty four months for the first violation; and**
2. **Permanently for the second violation.**

Only the individual convicted of this violation is permanently disqualified, not the entire household."

The notice for these sanctions will give the reason "FS use in Sale of a Controlled Substance Disqual #1 or #2."

The Convicted Drug Felon sanction is a totally different sanction. See **475 NAC 1-008.03F Disqualification of an Individual with Drug-Related Convictions, "An individual must have committed the violation and been convicted after August 22, 1996, of a felony involving drugs. The violation and conviction must have an element of possession, use, sale, or distribution, including the intent to sell or distribute, of a controlled substance as part of the court record. Only the individual is disqualified, not the entire household.**

An individual is permanently disqualified when:

1. **S/he has three or more drug-related felony violations and convictions involving the possession or use of a controlled substance;**
2. **S/he has been convicted of a felony involving the sale or distribution of a controlled substance, including the intent to sell or distribute; or**
3. **S/he has fewer than three drug-related felony violations and convictions for the possession or use of a controlled substance but does not participate in or has not completed an approved substance abuse treatment program since the date of the last conviction.'**

CORRESPONDENCE

FSP Case Denied For Failure To Provide Information (CHANGE)

When a FSP case is denied and the reason "Failure to Provide" is selected, the sentence "If required information is provided within 60 days of the original application date, you are not required to file a new Food Stamp application" has been removed from the notice. The sentence will now read, "Your case will be reopened without a new application if you take the required action to complete the application process by <60 days after filing date>. If you do not take the required action by the listed date, you must reapply for Food Stamp benefits."

FSP Denial Notices Legal Services Information (NEW)

All FSP denial notices will now contain contact information for the client regarding free legal services through Nebraska Legal Services.

Work Requirement Closing Notice At Recertification (FIX)

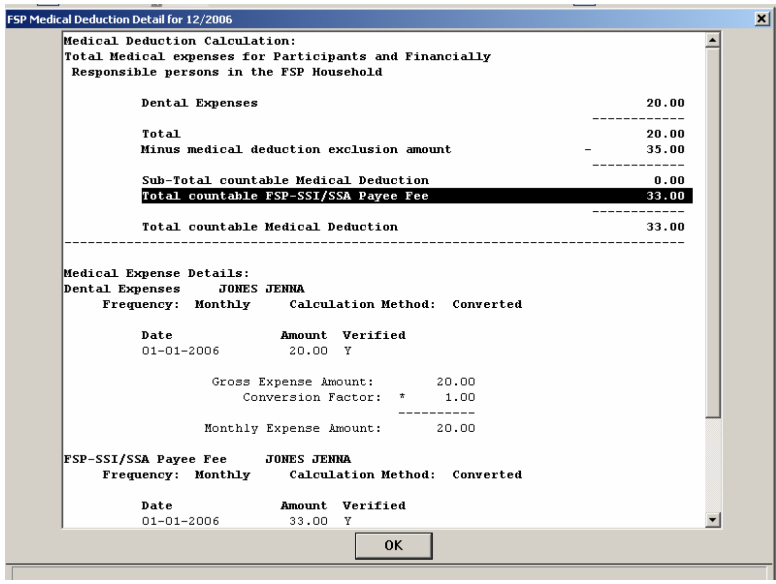
There were previously incorrect sanction dates on the closing notice for Work Requirement sanctions 1, 2 and 3 at recertification. This has been corrected and the notice will provide the correct begin date of the sanction.

EXPENSE TASK

FSP MEDICAL EXPENSE SSI/SSA PAYEE FEE (NEW)

A new medical expense type of SSI/SSA Payee Fee has been added. This expense is used for SSI/SSA persons who pay fees to organizations providing representative payee services, known as Fee for Service (FFS). The organization is approved by Social Security and may collect the lesser of 10% of the monthly benefit amount (combined amount of Social Security and SSI) or $33 per month.

The expense will not be subject to the $35 medical disregard cap on the FSP budget.



SHARE OF COST ADJUSTMENT (NEW)

A new expense type of "Share of Cost Adjustment" has been added to the Expense task. When entered, this expense is counted as a medical deduction off the Medicaid Share of Cost amount.

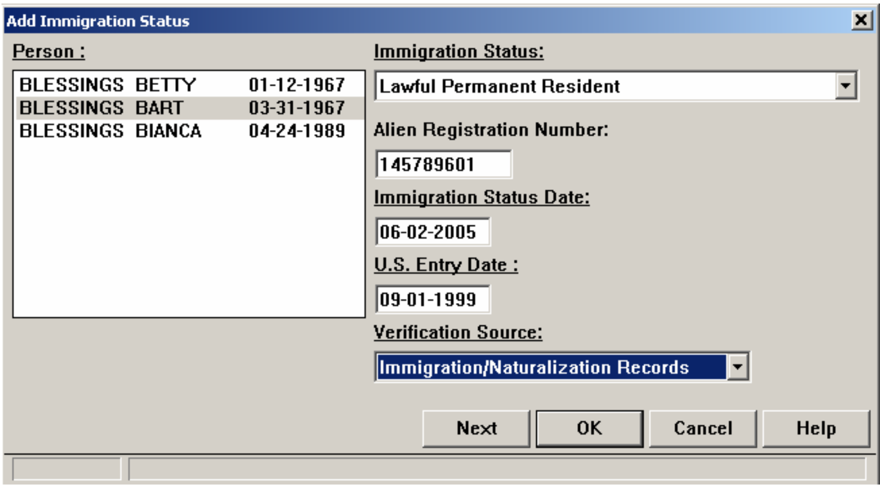
Ex: Clients are required to pay for supplies or prescriptions when they opt out of Part D and their private insurance doesn't cover these items. These expenses are allowed as an adjustment on the Medicaid Share of Cost amount and could be entered as a Share of Cost Adjustment.

IMMIGRATION TASK

ALIEN REGISTRATION NUMBER ADDED (NEW)

A space has been added in the Immigration task for the Alien Registration number.

Add this number for any legal immigrants that have documentation of this number. Entering the number will assist Central Office in reporting for Federal funding requirements.



NOTE: Because of this change, you will no longer be able to multi-select persons and enter the same immigration information. You must now complete the data for each person separately.

SELF-EMPLOYMENT TASK

TAX RETURN SCHEDULE E AND FORM 4835 (CHANGE)

The Schedule E and Form 4835 tab on the Self-Employment tax return has been changed to reflect the current IRS tax form. The line "FSP-Part II-Column J-Depreciation has been removed because it is no longer on the tax form.

UNEARNED INCOME TASK

RETIREMENT PENSION INCOME TYPES AND MESA PROCESSING (NEW/TIP)

The Retirement Pension income has been divided into the following two new categories:

- Retirement-Fixed
- Retirement-Changeable

This change will allow for more cases to be selected for MESA processing. MESA previously eliminated all cases with Retirement income because it could not determine which pensions were subject to increases.

All existing Retirement income was converted to Retirement-Changeable and will appear on the report of cases that need to be processed by worker. As you identify those that do not have January COLA increases and could be processed by MESA, close the Retirement-Changeable instance and re-enter the pension as Retirement-Fixed.

MESA will automatically process those that show Retirement-Fixed, but not those that show Retirement-Changeable.

VERIFICATION TASK

Citizenship And Identity Not Required For Past Months (NEW)

If a public assistance case is currently active, the verification task will no longer be required for pending time periods in the past. This should alleviate the problem of verification being required for persons now out of household that have a pending row of eligibility for a past month.